

FACILITIES ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, direct and coordinate the maintenance, repair and remodeling of the City Hall complex including carpentry, painting, plumbing, locksmith, electrical and air-conditioning and participate in the management of staff allocated to the complex; coordinate assigned activities with other city departments, division and outside agencies; and to assist the division manager in the division's overall operation.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from higher level staff.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the maintenance and upkeep of the City Hall complex; coordinate work projects between the carpentry, electrical plumbing and air-conditioning trades; design remodeling to be performed by in-house personnel.
2. Participate in development of division budget and administer operating expenses; monitor expenses.
3. Select, train, coordinate and review the work plan for City Hall complex; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Design remodeling projects of cost under \$10,000; inspect blueprints for remodeling changes.
5. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures for City Hall maintenance staff.
6. Oversee safety management of City Hall areas; supervise maintenance of fire control systems; ensure fire alarm and sprinkler system certifications are current.

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Facilities Engineer (*continued*)

Essential Functions:

7. Ensure all designs and plans are in compliance with the requirements of the Americans with Disabilities Act for the City Hall complex.
8. Provide responsible staff assistance to General Services management.
9. Administer all annual contracts for services at City Hall; coordinate and supervise outside contractor's work in the building.
10. Maintain interior signs and directories in City Hall; update sign changes for all boards and commissions that use Council Chambers.
11. Participate in operational studies and investigations; recommend modifications to facilities maintenance programs, policies and procedures as appropriate.
12. Serve as staff on a variety of boards, commissions and committees as required; prepare and present staff reports and other necessary correspondence.
13. Respond to and resolve difficult or sensitive staff or citizen inquiries and complaints.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of trends and new innovations in the facilities maintenance industries.
2. Respond to emergency situations at City Hall complex.
3. Serve as liaison for the Facilities Maintenance Division with other governmental and civic organizations.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local codes, laws and regulations including OSHA and EPA guidelines.

Principles and practices of program development and administration.

Air-conditioning, plumbing, carpentry and electrical principles and practices.

Public administration, management principles and municipal government.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluations.

Modern and complex principles and practices of facility maintenance.

Operations and requirements of fire alarm and fire suppression systems.

Computerized preventive maintenance programs.

Computer hardware operations and software applications including autocad, word processing and spreadsheet programs.

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Ability to:

Direct and coordinate work of lower level staff.
Select, supervise, train and evaluate staff.
Develop and follow through on goals, objectives and procedures.
Prepare estimates for time and material involved in remodeling and repair projects.
Read and interpret blueprints and specifications.
Maintain and update safety standards.
Prepare and monitor budgets.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret pertinent federal, state and local codes, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships.
Coordinate contracts for work performed.
Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.
Prepare clear and concise administrative and financial reports.
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible in a managerial, administrative or supervisory capacity in facility maintenance related structure comparable to the City Hall structure.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in facilities engineering, plant management or a closely related field.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application.

Possession of a fire alarm and sprinkler system certificate of registration is desirable.

On the date of application, provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

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WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; exposure to noise, dust grease, smoke, fumes, gases, high voltage; work at heights on scaffolding and ladders.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, walking for prolonged periods of time; operating motorized equipment and vehicles.

PLM

REV 3/1/10 (added construction safety training)

FLSA and City: nonexempt

CSB 3/10/99

Approved 4/27/10